

**Village of Hoffman Estates
GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

October 14, 2024

1. ROLL CALL

Members in Attendance:

**Patrick Kinnane, Chair
Gary Stanton, Vice-Chair
Karen Arnet, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Jana Dickson, Asst. Corporation Counsel
Jon Pape, Assistant Village Manager
Patrick Seger, Director of HRM
Peter Gugliotta, Director of Dev. Services
Alan Wenderski, Director of Engineering
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Jennifer Horn, Dir. Planning and Trans.
Sonia Zala, St. Transportation Eng.
Ric Signorella, Multimedia Production Mgr.
Missy Brito, Communications Manager**

The General Administration & Personnel Committee meeting was called to order at 7:12 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of September 9, 2024. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

- A. Approval of a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400 over a four-year term.**

An item summary sheet from Missy Brito was presented to Committee.

Missy Brito addressed the Committee and reported that the Village's website was last substantially refreshed in 2018, but the current web platform is a legacy system that was originally implemented in 2007.

Motion by Trustee Arnet, seconded by Trustee Pilafas to approve a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400. Voice vote taken. All ayes. Motion carried.

6. REPORTS (INFORMATION ONLY)

A. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

B. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

C. Legislative Operations and Outreach Monthly Report.

The Legislative Operations and Outreach Monthly Report was received and filed.

7. PRESIDENT'S REPORT

8. OTHER

9. ITEMS IN REVIEW

10. ADJOURNMENT

Motion by Trustee Pilafas, seconded by Trustee Stanton, to adjourn the meeting at 7:17 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date